

M e m o r a n d u m

Date: August 17, 2010

To: Telecommunications Section
Attention: Captain J. Whiteford

From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**
Office of Inspector General

File No.: 010.13424.11779.010

Subject: 2010 REMOTE SITE PROPERTY INSPECTION REPORT

State Administrative Manual (SAM) Section 8652 requires departments to conduct a physical count of all state owned property and reconcile the count with accounting records at least once every three years. Departmental records indicate the last command inventory by the Telecommunications Section of departmental owned telecommunications equipment located at the Mount Oso remote site could not be verified. In order to provide independent verification and reasonable assurance to the Office of the Commissioner that departmental inventory records are complete and accurate, a remote site containing state owned property assigned to your command was selected for a property inspection.

In accordance with procedures outlined in Highway Patrol Manual (HPM) 11.2, Materials Management Manual, and HPM 22.1, Command Inspections Program Manual, an inspection of property assigned to your command and located at the Mount Oso remote site was completed by the Property Inspector (PI) on July 21, 2010. Using property records from the appropriate Office(s) of Primary Interest (OPI), the PI inspected all items listed under telecommunications (Attachment C). No property was found under the general inventory control (Attachment B).

According to the OPI inventory list, the Mount Oso remote site had a total property inventory population of thirteen items. When comparing equipment recorded on the telecommunications property inspection list to equipment located at the Mount Oso remote site, the items reconciled and no discrepancies were noted (Attachment A).

When comparing equipment located at the Mount Oso remote site to the OPI inventory list, ten items were located that were not on the OPI inventory list. Three items, Midland radios, were assigned to the Information Management Division but located at the Mount Oso site. Seven items, cavity resonators, were not recorded in the asset database and five of the seven items had no CHP decal affixed to it. The property inspection results of equipment located at the Mount Oso remote site are summarized in Attachment A.

Safety, Service, and Security

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I request your command research and investigate the discrepancies in accordance with departmental procedures outlined in HPM 11.2, Materials Management Manual, Chapter 8, Equipment, and work with the appropriate OPI to rectify the variance. In order to verify that the above listed discrepancies have been rectified, please submit a memorandum to the Office of Inspector General by November 15, 2010.

In accordance with the Governor's Executive Order S-20-09 to increase government transparency, this report will be posted on the California Highway Patrol's internet website, and on the Office of the Governor's webpage, located on the State's Government website.

The Office of Inspector General would like to thank your command for their assistance during this property inspection. If you have any questions or need additional information, please contact me or Roger Ikemoto, Senior Management Auditor at (916) 843-3160.



E. SANCHEZ, Captain
Interim Inspector General

Attachments

cc: Office of Assistant Commissioner, Staff
Information Management Division
Office of Inspector General, Audits Unit

ATTACHMENT A

**CALIFORNIA HIGHWAY PATROL
OFFICE OF INSPECTOR GENERAL, AUDITS UNIT
PROPERTY INSPECTION DISCREPANCY REPORT
MOUNT OSO (RS2653)**

ATTACHMENT A

EQUIPMENT DESCRIPTION	CHP NUMBER	LISTED ON PROPERTY RECORD BUT NOT FOUND	FOUND BUT NOT LISTED ON PROPERTY RECORD	MISSING DECAL OR CORRECTION NEEDED TO PROPERTY RECORD	TRANSFER	NOT AVAILABLE FOR INSPECTION	COMMENTS
Midland Radio	R338570		X				Indicates equipment at 040
Midland Radio	R338571		X				Indicates equipment at 040
Midland Radio	R338580		X				Indicates equipment at 040
Cavity Resonator	R340412		X				Equipment not recorded in asset database
Cavity Resonator	R340434		X				Equipment not recorded in asset database
Cavity Resonator			X				Equipment not recorded in asset database and no CHP decal affixed
Cavity Resonator			X				Equipment not recorded in asset database and no CHP decal affixed
Cavity Resonator			X				Equipment not recorded in asset database and no CHP decal affixed
Cavity Resonator			X				Equipment not recorded in asset database and no CHP decal affixed
Cavity Resonator			X				Equipment not recorded in asset database and no CHP decal affixed
Cavity Resonator			X				Equipment not recorded in asset database and no CHP decal affixed

ATTACHMENT B
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ATTACHMENT C

ATTACHMENT C

[illegible]

LEGEND

(Y) = INSPECTED (N) = NOT INSPECTED (A) ADDITION (T) = TRANSFER (C) = CORRECTION

**CALIFORNIA HIGHWAY PATROL
2010 TELECOMMUNICATIONS PROPERTY INSPECTION REPORT
Mount Oso (RS2653)**

ATTACHMENT C

	ASSET #	DESCRIPTION	MAKE	MODEL	SERIAL #	Y	N	A	T	C	OTHER
EQUIPMENT LOCATED ON SITE NOT ON INVENTORY LIST											
1	R338570	Midland Radio						X			Indicates equipment at 040
2	R338571	Midland Radio						X			Indicates equipment at 040
3	R338580	Midland Radio						X			Indicates equipment at 040
4	R340412	Cavity Resonator						X			Equipment not recorded in asset database
5	R340434	Cavity Resonator						X			Equipment not recorded in asset database
6		Cavity Resonator			996-09005101			X			Equipment not recorded in asset database and no CHP decal affixed
7		Cavity Resonator			2609-09005100			X			Equipment not recorded in asset database and no CHP decal affixed
8		Cavity Resonator			2611-09005099			X			Equipment not recorded in asset database and no CHP decal affixed
9		Cavity Resonator			2610-09005098			X			Equipment not recorded in asset database and no CHP decal affixed
10		Cavity Resonator						X			Equipment not recorded in asset database and no CHP decal affixed

LEGEND

(Y) = INSPECTED (N) = NOT INSPECTED (A) ADDITION (T) = TRANSFER (C) = CORRECTION

SUPPORTING DOCUMENTATION

2053 -01

Item Number

Look up by

☒ **Tag #** ☐ **Serial #**

Look up

Asset Information

Asset # R338570

SN 2446028

Model # VHF LOW BAND, 71-BS105

Description BASE STATION

Vendor Name COMTRONIX OF HEMET

Warranty End 09-SEP-2014

Asset Key BASE STATION.VHF LOW BAND, 71-BS105.NONE

Location 040.00.00.CH

Vehicle # OSO MT

Assigned to Vehicle LC# COMP TEST

2653.02

Item Number

Look up by

☒ Tag # ☐ Serial #

Look up

Asset Information

Asset # R338571

SN 2446008

Model # VHF LOW BAND, 71-BS105

Description BASE STATION

Vendor Name COMTRONIX OF HEMET

Warranty End 09-SEP-2014

Asset Key BASE STATION.VHF LOW BAND, 71-BS105.NONE

Location 040.00.00.CH

Vehicle # OSO MT

Assigned to Vehicle LC# COMP TEST

2653 - 03

Item Number

Look up by

☒ Tag # ☐ Serial #

Look up

Asset Information

Asset # R338580

SN 2446039

Model # VHF LOW BAND, 71-BS105

Description BASE STATION

Vendor Name COMTRONIX OF HEMET

Warranty End 09-SEP-2014

Asset Key BASE STATION.VHF LOW BAND, 71-BS105.NONE

Location 040.00.00.CH

Vehicle # OSO MT

Assigned to Vehicle LC# COMP TEST